



OPERATIONAL CONTROL

STANDARD ENVIRONMENTAL OPERATING PROCEDURE RDD-SEOP 4.4.6

**REFUSE
DISPOSAL
DIVISION**

1.0 PURPOSE AND SCOPE

1.1 To ensure that operational controls are considered and implemented within all sections of the City of San Diego's Environmental Services Department (ESD) Refuse Disposal Division (RDD) where their absence could lead to deviations to the environmental policy, and the Division's objective and targets

2.0 RESPONSIBILITY AND AUTHORITY

3.1 Deputy Director, Refuse Disposal Division (DD-RDD) – is responsible for ensuring that any changes to existing operations and all new operations consider the objectives and targets of the Divisions EMS as part of the operation's evaluation prior to implementation.

3.2 Environmental Management Representative (EMR) – is responsible for coordinating the aspect/impact analysis for all new tenant operations within the scope of the EMS. The EMR shall assist the Section Managers, as required, with the aspect/impact analysis of any new or modified operations as well.

3.3 Section Managers - are responsible for completing the aspect/impact analysis of any new or modified operations within their sections. In addition, they are responsible for the approval, revision, and issuance of standard operating procedures (SOPs) and ensuring that their staffs have the necessary training to perform the operations.

3.4 Supervisors - are responsible for ensuring that division personnel, within their respective areas of responsibility, follow the appropriate SOPs and work instructions. Supervisors shall notify their Section Manager of any problems with the SOPs that may adversely impact the RDD's ability to meet the objectives and targets of the EMS. Supervisors are responsible for keeping appropriate operational records and for forwarding such records to their respective Section Managers as required.

3.5 Employees - It is the responsibility of all employees to perform their job in accordance with the appropriate operating instructions and for notifying their supervisor when they discover any problems with operating instructions that may adversely impact the RDD's EMS.

3.0 PROCEDURE

4.1 All existing RDD operations will be evaluated for impacts to the environment and operational controls will be developed and implemented where their absence could lead to a departure from the environmental policy. Utilize the following Standard Environmental Operating Procedures for assessing impacts to the environment when evaluating RDD

operations: SEOP 4.3.1 “Identification and Assessment of Environmental Aspects, Impacts, and Significant Aspects”, RDD SEOP 4.3.3 “Environmental Objectives and Targets”, and RDD SEOP 4.3.4 “Environmental Management Programs”.

4.2 Section Managers will develop and implement the Environmental Management Program (EMP), with the assistance of the EMR, to control the significant aspects of their operations based on the results from completing the requirements of section 4.1 of the SEOP and available budget.

4.3 At a minimum Section Managers will develop, modify, and issue Standard Operating Procedures to control all significant aspects of their operations where the EMP has not specifically addressed the issue.

4.4 An assessment of on-site contractor/tenant activities that may impact the Division’s EMS, objectives and targets and/or significantly impact the environment shall be completed by the EMR. Contractor’s and tenant operations’ personnel shall be advised of the Division’s EMS, environmental policy and objectives and targets on an annual basis. Section Managers and/or Supervisors responsible for contractor over-site shall inform the EMR, to ensure an EMS brief is completed, prior to the start of the project/activity whenever practicable.

5.0 REFERENCES

EMS Manual

Landfill Operations Manual

RDD SEOP 4.3.1 “Identification and Assessment of Environmental Aspects, Impacts, and Significant Aspects”

RDD SEOP 4.3.3 “Environmental Objectives and Targets”

RDD SEOP 4.3.4 “Environmental Management Programs”

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The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a “Controlled Copy” stamp (in red) and RDD Deputy Director signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.